



February 28, 2013

Creighton School District  
2802 East McDowell Rd.  
Phoenix, AZ. 85008

Attn: Jim McVey

Re: Creighton School District  
Gateway K-8 School - Air Conditioning Unit Replacement  
LSW Proposal No. PR2013-074

Mr. McVey,

We are pleased to offer our engineering services for the air conditioning unit replacement at Gateway K-8 School in the Creighton school district.

**PROJECT UNDERSTANDING**

- A. Replace a single roof mounted air conditioning unit at Gateway K-8 School.
- B. We understand that as-built drawings will be provided to our office for use on the project.
- C. The location of the air conditioning will be provided.
- D. It is assumed that there is sufficient electrical power for this project.
- E. Redraw partial floor plans in AutoCAD format from existing drawings.

Our services will consist of the following engineering services for the project (services not indicated below for included scope are considered outside of basic scope and will be provided upon request as an additional service):

**Mechanical**

- A. Mechanical system is anticipated to include:
  - 1. Replace a single roof mounted heat pump air conditioning unit. New unit will have the same capacity as the existing unit.
  - 2. The new air conditioning unit will be manufactured by "Carrier" and will be the updated model of the existing unit.

**Electrical**

- A. Electrical system is anticipated to include:
  - 1. Reconnect electrical power to the new air conditioning unit.



### **General**

- A. Formal meetings are not anticipated. All correspondence will be by e-mail or phone conversations.
- B. Estimated probable construction cost.
- C. One final set of signed and sealed drawings provided in electronic portable document format (PDF).
- D. Specifications intended to be included as sheet specifications/notes on the drawings.
- E. Review shop drawings and submittals, and office time during construction.
- F. One field observation after construction is completed . Special inspections as required by the local authority having jurisdiction will require additional services.
- G. Record Drawings:
  - 1. Review record drawings created from Contractor prepared redlines. No verification of accuracy is included and documents will not be signed and sealed.

### **PROFESSIONAL FEE**

Our fee for the work outlined above is a lump sum amount as follows:

Construction Documents (MPE)	\$3,960.
Bidding	660.
Submittal Review, Office Time, Field Observations	3,260.
Review Record Drawings and O&M Manuals	245.
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Total	\$8,125.

NOTE: This fee includes all travel expenses incurred within the metropolitan Phoenix area. Travel outside the Phoenix metropolitan area will be billed as a reimbursable expense including, but not limited to, travel, rentals, meals, lodging, and reasonable incidental expenses.

This fee does not include plotting or printing of sets of our drawings or other discipline's drawings for interprofessional coordination or distribution. Electronic PDF files will be provided to you at agreed project milestones to allow for coordination printing.

This fee is quoted on a lump sum basis. The breakdown of the fee into phases or tasks is for your convenience. The fee will be billed 100% at the end of the project, unless the scope of the project is changed by written agreement.



### **EXCLUSIONS**

Our services and fees do not include the following items which, if required, will be considered additional services:

- A. Cost estimating. An estimated probable construction cost will be provided.
- B. All work associated with LEED certification of the project.
- C. Building Information Modeling (BIM) or Revit design.
- D. Utility Company energy rebate data collection and/or submission.
- E. All support or coordination work associated with an independent Commissioning Agent.
- F. Value engineering services or changes after 50% completion of the associated documents.
- G. Any design services caused by scope changes.
- H. Work in relation to the delinquency or insolvency of the Contractor(s).
- I. While LSW is in favor of Project Partnering, it is not included as part of our basic scope. If Partnering is anticipated, please alert our office to have us include this within the scope of services.

### **ADDITIONAL SERVICES**

Additional services will be performed on an hourly basis at our standard billing rates as follows:

2013:	Senior Engineer	\$165./ hour
	Engineer	\$140./ hour
	Field Observer	\$105./ hour
	Senior Designer	\$105./ hour
	Designer	\$90./ hour
	CAD Operator	\$80./ hour
	Clerical	\$70./ hour
	Outside Services	Our cost plus 10%

Our rates will remain the same for the duration of this project assuming the project is completed according to the original project schedule. If the schedule is extended then extended general conditions would apply and hourly rates potentially could be adjusted. Escalation is expected not to exceed 5%. This proposal is effective for not more than 90 days.

LSW accepts the AIA B201 contract and request that you prepare this document reflecting the terms and conditions of this proposal for our mutual execution prior to our beginning work.



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We appreciate this opportunity and look forward to working with your firm on this project.

Sincerely,

LSW ENGINEERS ARIZONA, INC.

A handwritten signature in black ink, appearing to read 'B. Willcoxson, Jr.' with a horizontal line extending from the end.

Robert J. Willcoxson, Jr., P.E., LEED AP  
Vice President

RJW/sm

Please indicate your acceptance of this proposal by signing and returning one copy of this letter for our files.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

YOUR PROJECT / REFERENCE NO.: \_\_\_\_\_

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